

ST PETER'S COLLEGE PTFA

Financial Assistance Request Form

- A St Peter's College PTFA exists for the benefit of the St Peter's Students.
- B As its primary role the PTFA raises funds to support the St Peter's Students.
- C The PTFA generates most of its income from the school raffle and the end of year fair.
- D A proportion of the funds raised by the PTFA will be used to support individual students and teams that represent St Peter's College and meet the criteria and rules of funding.
- E The criteria and rules of funding are:
- 1 Through the Principal the PTFA will inform students of the availability of funding.
 - 2 The applicant (individual or team) must be enrolled and attending St Peter's at the time of the event being sponsored.
 - 3 The activity will contribute to the development of the whole person and may involve special character, sport, culture or academic pursuits.
 - 4 The applicant must be prepared to promote the school as appropriate to the activity being undertaken and wear school colours if requested by the PTFA.
 - 5 The applicant must be prepared to have photos and results published in the local newspapers to help promote the school's profile and successes.
 - 6 The decision of the PTFA to supply funding is entirely the decision of the committee at the time of application and no correspondence will be entered into.
 - 7 Funding is to be apportioned on application by the PTFA Committee. The maximum level of funding will be reviewed from time to time at the discretion of the PTFA.
 - 8 In the case of a team ***each individual*** must fill out a separate application form.
All captains or leaders to staple all team members forms together before handing in the team application, along with a covering letter, which will include all team members names.
 - 9 All applicants must supply the relevant details as outlined on the reverse side of this form.
 - 10 All applications are to be received by the school office at least two days before the PTFA meeting and at least four weeks before the event for which funding is being sought. Where these criteria cannot be met for genuine reasons, then retrospective funding may be considered.
 - 11 Funds will be paid directly to the successful applicant.
 - 12 Details of successful applicants will be published in the school newsletter.
 - 13 Successful applicants will provide a written report to the PTFA upon completion of the event outlining results, benefits, and other relevant details regarding the event. Applicants must also be prepared to speak at a PTFA meeting if requested to do so.
 - 14 When considering applications for funding the PTFA committee will take into account:
 - The activity/event that the applicant is attending.
 - The level of support given by the applicant to the fundraising of the PTFA.
 - The level of funding received from outside the school.
 - The completeness of information provided by the applicant as requested on the reverse side of this form.
 - The distance and total costs involved.

Effective from 12 June 2009

To be reviewed at St Peter's College PTFA AGM 2010